# Municipal Data Management Specialist
**Municipal Advisory Council of Michigan**

## Benefits Offered
Medical, Life, SEP-IRA, Medical Reimbursement, Paid-Time Off Bank of Days

## Employment Type
Full-Time Salary

## POSITION SUMMARY

Located in Southfield, Michigan, the related duties of the MDM Specialist include self-starter; teamwork; managing and collecting unique data involving the sale and issuance of municipal bonds and notes; tracking and monitoring debt transactions; publishing reports; and entering essential debt and operating information of local governments into the MAC's proprietary records and data base. Note: this position is primarily data management and does not include financial analytic duties.

## ESSENTIAL FUNCTIONS

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

- Desktop computer operations; utilizing Microsoft Office programs; calculators; and accessing internet-based capital markets industry resources.
- Monitoring, collecting and entry of Michigan municipal bond issuer's data into MAC administrative system database.
- Writing, proof-reading and data-validation in the publication of MAC Reports.
- Receive and process notices, account, and records maintenance.  Timely respond to requests for information from MAC Members.
- Assist in the timely resolution of problems, errors or discrepancies concerning MAC municipal records and reports.
- Carry out special projects or duties for the MAC Director and MAC Members.

## POSITION QUALIFICATIONS

### Competency Statement(s)

**Accountability** - Ability to accept responsibility and account for his/her actions.

**Accuracy** - Ability to perform work accurately and thoroughly without regular direct supervision.

**Flexibility –** Ability to multi-task and handle assignments and projects.

**Customer Oriented** - Ability to be responsive to and take care of market service requests while following MAC procedures.

**Detail Oriented** - Ability to pay attention to the minute details of a project or task.

**Ethical** - Ability to demonstrate conduct conforming to a set of values and accepted standards.

**Relationship Building** - Ability to effectively build relationships with MAC Members, marketplace representatives and co-workers.

## SKILLS & ABILITIES

**Education:** Undergraduate degree and/or continuing education specialty certificates in financial services or legal.
**Experience:** Optimal candidate will have two to five-years' experience in the financial, insurance, securities or legal services; customer service experience preferred.
**Computer Skills:** Basic computer skills including but not limited to MS Office, Windows 10, mobile devices, virtual meetings, adapting to evolving technology, and accurate data entry skills required.

**Math Skills:** Basic addition, subtraction, division, percentage, and pro-rata calculations.

## REFERENCES

Three references from a prior supervisor or manager who can attest to your experience, qualifications, and skills.

# About Municipal Advisory Council of Michigan

The Municipal Advisory Council of Michigan (MAC) is an 89-year-old market-research company located in Southfield, Michigan. The MAC provides services to the Michigan public finance credit and capital markets. The MAC marketplace comprises broker-dealers, banks, advisors, law firms, trust departments, rating agencies and capital management companies. We have an extensive and dynamic database related to Michigan's state and local units of governments as they issue debt financing infrastructure and operating needs. The MAC's data, among other services, is used to create and publish reports for underwriting, evaluation and monitoring of municipal credit risk and in the support of efficient credit and capital markets.

## SEND RESUME IN CONFIDENCE TO BOTH:

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